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6 June 1955

Assistant to DCI

Director of Training

Weekly Summary Report

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Date: 31/01/78 By: 008INTRODUCTION

1. A member of the Office of Training, who attended the recent Conference of the Society for Personnel Administration, reports that CIA appears to be well ahead of civilian Government in its concept of a career service and in the steps it has taken to put it into operation. He said the idea of an inclusive career service was new to Government and the agencies had not yet recognized the place of training, rotation, or planning for individual careers in any program of career service. Such programs as they had were exclusive: that of the State Department for Foreign Service Officers, the proposal of the Hoover Commission for a Senior Corps of Civil Servants, or the earlier program called Junior Management. OTR, with its individual career plans for the next five years, established rotation of its training instructors, and its recognition of training courses as the basis for career development, stood in emphatic contrast.

2. There are three specific items for discussion this week: (a) the OTR Instructor Development Program, charged with selecting ten instructors for long-range training and career employment in OTR, is getting under way with promising results; (b) the sixth running of Intelligence Principles and Methods has a wide spread among the DD/I offices but too few students; (c) the second special orientation program for State Department officials, who are graduates of the National War College, will begin on 15 June.

INSTRUCTOR DEVELOPMENT PROGRAM

The Office of Personnel has forwarded 49 resumes of applications from university instructors for the OTR Instructor Development Program. OTR will follow up on 28 of these reports with field

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interviews. With this amount of interest shown, OTR should have sufficient latitude of choice so that it can recruit very able and willing people.

INTELLIGENCE PRINCIPLES AND METHODS No. 6

1. The sixth running of Intelligence Principles and Methods has an enrollment of 15 students: 2 from the National Security Agency; 11 from the Offices of Current Intelligence, Operations, and Research and Reports; and 2 from the Office of Training. At the present time, newcomers to the Agency first attend the Basic Orientation course for three weeks, then return to their offices for on-the-job training, and, at an indefinite time thereafter, enroll in the advanced intelligence school. The small number of students from the DD/I offices is partially explained by the need "to fill the pipeline," but only partially. At the recommendation of the Inspector General, OTR broke the earlier Basic Intelligence course into two sections so that recruits to the Agency, or people with little or no knowledge of intelligence methods, could be kept as a homogeneous group, and professionals with some experience in the Agency could study improvement of intelligence methods and compare and discuss the specific disciplines of each office.

2. Intelligence Principles and Methods was established after consultation with and the approval of the Assistant Directors. Unless they are now willing to release their own people from their jobs to this course, it cannot perform its basic purpose of exchanging information within the Agency on the methods of analysis or of aiding in meeting our common problems. The course has a capacity for 40-50 students; during the first six runnings of the course, the number of students has averaged 17. Of the total of 104 students who have attended, 11 came from non-CIA sources and 28 from OTR.

DEPARTMENT OF STATE ORIENTATION PROGRAM

Eleven selected Department of State graduates of The National War College, Class of 1955, will attend the second annual Special Agency Orientation Program, 15-20 June. The program is designed

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to explain the responsibilities, activities, and methods of operation of CIA so that Department of State officers can cooperate more closely and agreeably with CIA at headquarters and in the field.

Typing Course for Professionals

Last fall OTR conducted an off-hour typing course for professionals and has since repeated it twice. The reputation of these three classes has been sufficient to increase special demands upon OTR, especially for people going overseas. Because of the dearth of stenographic help both at headquarters and in the field, the course has an obvious practical value; there may be good reasons for establishing it as a regular course given during working hours.

SIGNED

MATTHEW BAIRD

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cc: DD/P
1- DD/I
2- DD/S

Orig. & 1 - Addressee
1 - DTR (yellow)
3 - PPS/TR

DD/S will get 2.

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